

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Traffic Systems Supervisor		
<b>Job Code:</b>	PR2661	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	609	<b>Date Reviewed:</b>	07/08/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Supervises and coordinates the staffing and operational activities for the repair, maintenance, installation of traffic lights and signal systems and/or electronic equipment; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to senior management personnel.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Coordinates and supervises the organization and operational activities for the repair, maintenance, installation of traffic lights and signal systems and/or electronic equipment installation of traffic lights and signal systems.
3. Participates in the implementation of goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
4. Identifies opportunities for improving traffic signal and street lighting repair, maintenance, and installation; implements improvements approved by management staff.
5. Coordinates, plans, and reviews the work plan for assigned light and signal systems operations and activities; assigns work activities and projects; monitors work flow; meets with employees to identify and resolves problems.
6. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned traffic service procedures and methods; works with employees on the continuous improvement of City services.
7. Communicates with utility companies regarding future construction, installation, and repair of streetlights and traffic signals.

8. Coordinates equipment and material needs; allocates resources efficiently and effectively.
9. Develops and implements operating procedures for utilizing equipment in the shop and in the field.
10. Provides staff assistance to the traffic services management staff; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
11. Oversees and verifies installation and proper functioning of new systems.
12. Assists in emergencies when necessary.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and theories of electronics and electricity.
  - Traffic systems and operational procedures.
  - Methods and equipment used in the installation and maintenance of electric lines, cables, and controllers.
  - Occupational hazards and safety precautions of electric line installation, maintenance, and repair.
  - Repair and problem identification of traffic controllers and street lighting equipment.
  - Hand tools and equipment associated with the installation, maintenance, and repair of electrical equipment.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Testing traffic signal equipment including controller/cabinet.
- **Skill in:**
  - Coordinating and supervising.
  - Using computers and supporting software.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Test, diagnose, and repair complex electrical and/or electronic equipment and systems.
  - Interpret work reports and evaluate work completed.
  - Read and interpret engineering and construction plans.
  - Supervise and coordinate the work of subordinate employees.
  - Participate in the selection, supervision, training, and evaluating of subordinate employees.
  - Implement goals and objectives for providing effective traffic services.

- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Maintain, operate and instruct employees in the operation of various specialized tools used in maintaining traffic systems.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM JOB REQUIREMENTS**

High School diploma/GED supplemented by specialized training in electrical installation and repair or a related field and five years of responsible experience in electronics and/or electric wire installation and maintenance including two years of administrative and/or lead supervisory experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects.